

Minutes of the Finance Committee

Wednesday, October 20, 2010

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl (Chair), Rob Hutton, Ted Rolfs, Bill Zaborowski, Dave Falstad, and Jim Heinrich. The committee recessed at 11:45 a.m. and reconvened at 12:50 p.m. Pamela Meyer arrived at 12:50 p.m. Hutton and Rolfs returned at 12:56 p.m. Falstad left the meeting at 2:35 p.m. and Hutton left the meeting at 3:50 p.m.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Public Works Committee Chair Dave Swan, Principal Buyer Cindy Greco, Internal Audit Manager Lori Schubert, Senior Financial Analyst Vince Masterson, Budget Manager Keith Swartz, Public Works Director Allison Bussler, Waukesha Metro Transit Director Robert Johnson, Waukesha Metro Transit Deputy Director Andrew Johnson, Business Manager Betsy Crosswaite, Wisconsin Coachlines Vice President Tom Dieckelman, Engineering Services Manager Gary Evans, Fleet Manager Bob Rauchle, Buildings Operations Manager Mark Keckeisen, Parks & Land Use Committee Chair Fritz Ruf, Register of Deeds Jim Behrend, Deputy Register of Deeds Chris Crouch, Programs & Projects Analyst Rob Dunn, Real Property Tax Lister Mary Gormanson, Administration Director Norm Cummings, Parks & Land Use Director Dale Shaver, Business Manager Peter Mudek, Enterprise Operations Manager Andy Thelke, Senior Financial Analyst Bill Duckwitz, and Legislative Associate Mary Pedersen.

Contract Procurement Process for the Performance Audit of Emergency Preparedness – Communication Center/Dispatch

Schubert advised the contract was awarded to GeoComm, the highest rated proposer, for a total contract cost of \$66,316. The budgeted amount was \$100,000. Seven vendors had submitted proposals for consideration. One was eliminated from consideration because they were over budget.

MOTION: Falstad moved, second by Rolfs to approve the contract procurement process for the performance audit of Emergency Preparedness – Communication Center/Dispatch. Motion carried 6-0.

Contract Procurement Process for Office Supplies

Greco advised the contract was awarded to Office Max, the highest rated proposer, for a total contract cost of \$389,000 per year for five years. (Each department has their own budget for office supplies). Six vendors had submitted proposals for consideration.

MOTION: Zaborowski moved, second by Falstad to approve the contract procurement process for office supplies. Motion carried 6-0.

Review Correspondence

Mader distributed copies of the public hearing minutes dated October 4, 2010 for the elimination of the Route 218 bus service.

Resolution 165-R-004: Discontinue Transit Route 218 Between Brookfield Square And The New Berlin Industrial Park In The 2010 Budget

Bussler, Crosswaite, A. Johnson, and R. Johnson were present to discuss this issue. An analysis of this route, which serves the New Berlin Industrial Park from Brookfield Square, has shown that the average passenger per revenue hour has been well below the system's standard of ten passengers per hour since 2009. It is estimated that 7.17 passengers are utilizing the route daily. Discussions involving the County, Waukesha Metro Transit, and Wisconsin Coach Lines have resulted in the recommendation that this route be discontinued effective after November 12, 2010.

Bussler advised changes had been made over the years to accommodate different schedules, etc. but ridership steadily declined. Efforts were made about a month ago to inform businesses along the route of the discontinuation. Most businesses were not overly concerned with the exception of FedEx which has a larger percentage of riders, especially around the holidays. Bussler said information was sent to those businesses about cost-to-continue in the event they are interested in funding the route, but we have not heard back.

MOTION: Falstad moved, second by Rolfs to approve Resolution 165-R-004. Motion carried 6-0.

Discuss and Consider the 2011 Operating Budget for the Following Department:

Public Works

Swan, Bussler, Crosswaite, A. Johnson, R. Johnson, Chladil, Markano, Evans, Keckeisen, and Rauchle were present to review the proposed 2011 operating budget for the Public Works Department including the financial summaries, strategic objectives, and program highlights. Total all funds, revenues are budgeted at \$19,140,004, a decrease of \$224,781 or 1.2% from the 2010 adopted budget. The county tax levy is budgeted at \$10,405,362, an increase of \$68,825 or 0.7%. Expenditures are budgeted at \$29,514,344, a decrease of \$25,536 or 0.1%. The positions summary shows a decrease of 7.98 for a total of 152.86 FTE positions.

Bussler said the biggest change in the Transit Services budget is the discontinuation of Route 218. Other routes will likely be tweaked to improve performance. Bussler distributed copies of "Department of Public Works 2011 General Fund/Transportation Fund Budget Overview." Bussler referred to the budget as very lean. They have experienced \$370,000 in revenue reductions mainly in state transportation funding, resulting in a budget shortfall. She discussed how they will manage that shortfall including the elimination of almost 8 positions and the use of \$160,000 in utility savings.

MOTION: Heinrich moved, second by Falstad to tentatively approve the 2011 operating budget for the Public Works Department. Motion carried 6-0.

The committee recessed at 11:45 a.m. and reconvened at 12:50 p.m. Meyer arrived at 12:50 p.m. Hutton and Rolfs were not in attendance.

Schedule Next Meeting Dates

- October 21

Chair's Executive Committee Report

Haukohl highlighted the following items from the last Executive Committee meeting.

- Approved two ordinances that were included in the last set of referrals.
- The contract for printing the County's legal notices was awarded to *The Waukesha Freeman*.

State Legislative Update

Spaeth indicated she is following two court cases which could have negative fiscal impacts on the County. They involve increases in pay for court appointed attorneys and contracted in-home caregivers being eligible for Worker's Compensation.

Hutton and Rolfs returned at 12:56 p.m.

Discuss and Consider 2011 Operating Budgets for the Following Departments:

Register of Deeds

Ruf, Behrend, Crouch, Gormanson, and Dunn were present to discuss the proposed 2011 operating budget for the Register of Deeds Office including financial summary, program highlights, activities, and strategic objectives. Both revenues and expenditures are budgeted at \$1,781,548, a decrease of \$73,469 or 4.0% from the 2010 adopted budget. The county tax levy increased \$26,188 or 2.4%. The positions summary shows a decrease of 2.28 for a total of 23.30 FTE positions.

Behrend distributed copies of "2010 13-Year Net Revenue" which showed net revenues, revenues returned to the County less expenses from 1998 through 2010. Net revenues returned to the County have steadily decreased over the years, with \$2,624,953 in 2003 (the highest in the 13-year period) to \$693,029 in 2010 (the lowest in the 13-year period).

MOTION: Heinrich moved, second by Falstad to tentatively approve the 2011 operating budget for the Register of Deeds Office. Motion carried 7-0.

Parks & Land Use

Shaver, Thelke, and Mudek were present to discuss the proposed 2011 operating budget for the Parks & Land Use Department including the financial summaries, program highlights, activities, and strategic objectives. Total all funds, revenues are budgeted at \$13,752,107, an increase of \$111,929 or 0.8% from the adopted 2010 budget. The county tax levy is budgeted at \$7,225,302, an increase of \$144,719 or 2.0% and expenditures are budgeted at \$20,251,184, an increase of \$310,566 or 1.6%. The positions summary shows a decrease of 2.56 for a total of 187.04 FTE positions.

Shaver indicated that cost-to-continue would have cost \$388,000 (fuel, electric, staffing, etc.) plus there were \$142,000 in revenue reductions bringing the total budget shortfall for 2011 to about \$530,000. After the tax levy increase of about 2% or \$145,000 staff still had the challenge of finding ways to trim about \$385,000 from the budget. Shaver said they are unfunding two positions (nine in the last four years), marginally increasing fees, and reducing equipment and some general expenditures. Shaver distributed copies of "Parks & Land Use – Fee Changes" which compares 2010 and 2011 fees for park entrance, water samples, septic permits, erosion control, retail food, etc.

Falstad left the meeting at 2:35 p.m.

Haukohl commented that some supervisors are concerned that tax levy, in essence, is used for some enterprise funds because they are not charged for all departmental indirect costs; they are not treated like a business. Shaver said this was a decision that was made to manage their budget which he explained further, but agreed with Haukohl that they would look into this issue further.

Hutton left the meeting at 3:50 p.m.

MOTION: Rolfs moved, second by Meyer to tentatively approve the 2011 operating budget for the Parks & Land Use Department including the fee changes. Motion carried 4-1. Zaborowski voted no.

Discuss and Consider Issues Presented at the October 20 Finance Committee Public Hearing

This agenda item was not taken up as there were no public comments.

Future Agenda Items

- Update on Building Improvement Projects (Page 327 of 2011 proposed budget book) (Hutton)
- Tour Parks & Land Use Department's Humane Animal Program Area (Falstad)

MOTION: Heinrich moved, second by Rolfs to adjourn at 4:00 p.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer
Secretary